

**Job Description: LICENSED VOCATIONAL NURSE**  
**(EMPLOYEE HEALTH & WELLNESS CENTER)**

**CLASS NO.** 2802

**EEOC CATEGORY:** Professional

**PAY GROUP:** 19

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Provide professional nursing care for patients at the Chambers County Wellness Center, giving nursing care under the direction and supervision of the Nurse Practitioner and Physician, while observing and following established policies, procedures, and protocols.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Wellness Center Nurse Practitioner
2. Directs: This is a non-supervisory position
3. Other: Has frequent contact with other county departments, other health care facilities and providers, and the general public.

**EXAMPLES OF WORK**

Essential Job Duties (Consistent with the LVN Scope of Practice)

Provide nursing care to patients to promote and/or improve their overall health utilizing the nursing process, which includes delegated elements of assessment, planning, implementation, and evaluation.

Phlebotomy - coordinating and obtaining specimens from patients for diagnostic testing as ordered by Medical Provider, including but not limited to: venipuncture, finger stick, and urinalysis.

Rooming patients; including - preparing exam rooms, taking history, and vital signs.

Have basic knowledge of diagnosis codes and CPT codes.

Assisting Medical Providers with physical exams and minor surgeries as needed.

Maintain clean, safe, well stocked exam rooms for patient care.

Maintain medical and nursing supplies, stock supplies and order as necessary.

Triage phone calls.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 7/9/2013

Chambers County

**CLASS NO. 2802 (Continued)**

Follow up care on patients, including labs, refills, and referrals.

Assist in providing patient education, keeping it up to date and current.

Oversee and maintain Wellness Program.

Assist with health education programs including health fair, Men's Health Day, and Think Pink Day.

Documenting and maintaining accurate medical records, (computer and paper medical records).

Provide nursing services, treatments, and diagnostic and preventive procedures appropriate for patient care and safety.

Collaborate with primary care providers, physicians, and other health care providers to ensure continuity, timeliness, and appropriateness of health care to patients.

Provide emergency first aid care when necessary.

Administer medications as ordered, including injectable and oral medications.

Evaluate nursing care and treatment provided to patients to ensure continuity, timeliness, effectiveness and appropriateness of health care.

Prepare various reports to provide information to others that will facilitate improvement in continuity patient care.

Use standard precautions including personal protective equipment for anticipated contact with blood or other potentially infection materials.

Work with the Health Department and perform duties such as:

Administering immunizations to children and adults

Entering immunizations records in Twices and Immtrac on current and new clients; and notifying clients when child is due for immunizations.

Monitoring correct temperature in vaccine refrigerators and keeping temperature log for state record.

Maintaining of inventory of vaccines and ordering of vaccines.

STD testing, treatment and client education.

TB Testing, Documentation, Education and Treatment.

## **CLASS NO. 2802 (Continued)**

Prepare specimens and mail to appropriate state labs for testing.

Calling clients with results of testing and counseling when needed.

Family Planning, such as PAP smears, and Pregnancy Tests.

### **QUALIFICATIONS**

#### Education:

Graduate of an accredited LVN school

### **LICENSURE/CERTIFICATION:**

Current licensure as an LVN in Texas. Current BLS certification.

Position may require driving; therefore a valid Texas Driver's License is required.

### **REQUIRED TRAINING**

Must complete required Continuing Nursing Education as required by the Texas Board of Nurse Examiners.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Must understand the patient care process, pathophysiology, be familiar with emergency protocol and procedures, pharmacology, and safety issues. Must demonstrate skills in reading, writing, and be able to communicate effectively through appropriate lines of authority.

To be able to relate to patients in a non-judgmental and empathetic manner; demonstrate proficiency in both oral and written communication; understand and follow written and oral instructions; work independently; analyze and interpret medical data; maintain complete accurate records as required, establish and maintain effective working relationships with patients, staff, medical staff, other health care facilities, and the general public. Also must maintain appropriate necessary certifications.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

At least one year experience as an LVN in an acute care setting. Experience in a medical office preferred. Phlebotomy experience preferred.